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Definition of the Duties of the Various Departments in the State
Administration for Material Procurement

On the basis of the decree of the government of 21 August 1952 concerning
the structure of the State Administration for Material Procurement, the
following definition of the duties and the responsibilities of the
individual main departments and departments directly under the State
Administration are established:

- 1) The Main Department for Material Planning is responsible for the
following:
 - a) The organization and exact execution of material requirement planning.
 - b) The organization of the continual further development and application
of material procurement norms at all levels of material procurement.
 - c) The endorsement of the more important material consumption norms of
the ministries and the state secretariats.
 - d) The compilation of all material and equipment balances according
to the nomenclature of the people's economic plan.
 - e) The compilation of procurement plans for every allottee (Kontingentträger).
 - f) The preparation and execution of all changes in planning (distribution
from the operational reserve allocations is not included here since
this is the function of the Main Department for Material [Distribution]).
 - g) The development and constant improvement of methods of material
planning and distribution, including the guidance of allottees in
such questions.
 - h) The collation of the plan requirements of the Bezirksräte and of the
Magistrate of Gross-Berlin and the composition from these of an overall
requirement plan for "Local Economy" (Örtliche Wirtschaft), the sub-
division of the procurement plan and of all other material allocations
to the Bezirke. The "Local Economy" department of the Main Department

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for Material Planning represents local economy in dealings with all other groups. It therefore more or less assumes the function of a consumer.

- i) The organization, compilation, and evaluation of material received and consumed and of stocks (illegible).
- j) The organization assessment and analysis of inventory M-1.
- 2) The Main Department for Material Distribution is responsible for the following:
 - a) The devising of specific delivery plans for the more important raw materials on the basis of the approved plan (the breakdown of distribution plans according to months of delivery and types (sorted) with reference to the allottee and/or the marketing departments of the delivering ministries.)
 - b) Systematic control of material distribution by allottees and consumer groups as well as the systematic control of the deliveries of wares by the marketing departments, the trade centers, and the factories.
 - c) The technical departments of the Main Department for Material Distribution are not merely responsible for arranging the distribution of material quotas; they must guide all other organizations in the execution of the distribution plan.

The evaluation and distribution of the materials from the operational reserve.

In this case it is to be noted that according to the governmental decree of 21 August 1952 demands by allottees for additional materials may only be presented if additional production plans are submitted and if evidences of the output to which allocated materials have been put for plan production, as well as the amount of material on hand, are presented.

- d) Direct supervision of allottees in material procurement in certain projects of the plan and the assurances of smooth implementation of material deliveries for these key projects. key

The governmental decree of 21 August 1952 states that the State Administration for Material Procurement can, in necessary cases, undertake directly the allocation of materials for the purpose of assuring the completion of key projects.

- e) The continual and systematic operational evaluation of Form M-1 (deliveries) and Form M-32 (consumption) and of inventory accounts for the purpose of determining and aiding the smooth execution of material distribution as well as for the purpose of preventing factories from hoarding material and, where necessary, of equalizing and/or transferring stocks in excess of the plan.
- f) The control of the administrative organs and factories of industry and foreign trade in the material yield from production imports and stocks on hand.

It is the chief task of the Main Department for Material Distribution to insure material distribution, delivery, consumption, and stocks at the ministry, main administration, trade organ, and factory levels.

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- 3) The Main Department for State Trade (Grosshandel) is responsible for the following:
 - a) The planning of the turnover of the finances, manpower, and all other achievements, including the development of economic code numbers and standards for the DHZ.
 - b) The assessment of methods of factory planning and accounting of DHZ as well as the devising of methods for transporting products (not including distribution.)
 - c) The treatment of all basic questions concerning the contract system in people's-owned economy and private industry.
 - d) The further development of the organization and structure of state trade as well as the regulation of cooperation with other trade agencies, including systematic control of state trade activities.
 - e) The supervision and control of the activities of the marketing departments of the Ministries in all basic questions concerning their work and in reference to their planning and direction by the DHZ.
 - f) The planning and direction of DHZ's directly under the State administration (DHZ Altstoffe und DHZ Gebrauchtmaschinen und Nutzseisen) in all basic questions concerning their organization and work (the Main Department for Internal Reserves and the Economy of Material is responsible for technical guidance in this field.)
- 4) The Main Department for Internal Reserves and the Economy of Material is responsible for the following:
 - a) The organization of the collection of all internal and local reserves.
 - b) The organization of the collection and appropriate use of industrial waste materials. The improvement of the use of available substitutes for materials in short supply.
 - c) The establishment of regulations prohibiting the use of non-ferrous metals and other scarce metals for purposes not important for the people's economy.
 - d) The promotion and popularization of saving material, in cooperation with all other Main Departments and Departments.
- 5) The duties of the Main Administration for Government Orders are prescribed by a special set of regulations.
- 6) The tasks of the Department for Inspection and Control will be regulated by plans and ordinances of the directorate.

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